

New Employee Orientation

Purpose

To provide guidance on the roles and responsibilities for obtaining, completing and mailing required forms for new employees.

Definition

The orientation process includes specific actions that must be taken on Day 1 and forms that must be collected from the employee/

**ARC HR
Staffing Branch**

Step	Action
1	ARC HR Staffing Specialist will: <ul style="list-style-type: none">• Include the web address for the new employee orientation site in the employee's confirmation letter. (Letter may be customized to give employee option of completing on Day 1 if average employee does not have access to a computer.) <i>(All of the required forms for a new employee are on this site. The forms are fillable and printable. The address is: http://arc.publicdebt.treas.gov/DWP/fs/fsmintorientation.htm)</i>

Employee

Step	Action
2	Employee: <ul style="list-style-type: none">• Brings completed forms to orientation on Day 1 or• Uses an office computer to complete forms on Day 1.

Mint HR Contact

Step	Action
3	Mint HR Field Contact: <ul style="list-style-type: none">• Obtains SF-61, Appointment Affidavit, and I-9, Employment Eligibility Verification, from the website.• Administers oath of office and signs affidavit.• Completes I-9 form.• Collects other completed forms from new employee• Within 3 days, sends forms FedEx to: Bureau of the Public Debt, ARC Processing Operations Branch 200 Third Street, Avery 2A Parkersburg, WV 26106
4	Mint HR Field contact conducts/coordinates remaining new employee orientation program.

ARC HR Processing

Step	Action
9	<p>ARC HR Assistant:</p> <ul style="list-style-type: none">• Verifies receipt of all appropriate documents.• Calls Mint HR Contact for any missing items.• Inputs documents to HR Connect and NFC to ensure timely processing for the effective pay period cycle.• Reviews documents next day to be sure applied accurately in NFC.• Resolves any documents in suspense

**For more
information from
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